Applying for a stay abroad at ETH Zurich, academic year 2019/20: Instructions for invited visiting students

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3. Important information about visiting studies at ETH Zurich
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Students coming to ETH Zurich for projects only (no courses) as invited visiting students may apply up until 2 months before the planned starting date (online application completed and submitted, including all documents).

Students who need a visa for Switzerland (see visa check) should submit their application earlier, because the visa application process may take up to 3 months and cannot be started without the official confirmation of the Student Exchange Office.

In case of late applications, a timely project start is not guaranteed and an additional fee of CHF 150 applies. For detailed information on fees and payment please see the chapter on fees.
2. Rules and Conditions

Students from a university which has no exchange agreement with ETH Zurich (exceptions for projects possible in some cases) may apply as invited visiting students if they want to work on a project (Bachelor/Master/Diploma thesis, research project) and have already found a supervisor at ETH Zurich.

Invited visiting students can study for a period starting from 91 days up to 12 months and do not acquire an ETH Zurich degree. Once the maximum of 12 months is reached, re-admission to exchange or visiting studies at the same academic level, or re-admission at a higher level immediately after the first stay, are not possible. A mobility study period constitutes no claim to recognition in the case of a later enrolment as a regular Bachelor or Master student at ETH Zurich.

Students from European or IDEA League partner universities: before applying as a fee-paying visiting student, please check with your home university before applying as an invited visiting student whether it is possible instead to organize your stay at ETH Zurich as an exchange via the Swiss-European Mobility Programme (formerly Erasmus) or the IDEA League Student Grant. Students from worldwide partner universities enquire at their home university whether they can be nominated for the worldwide exchange. Any changes of status after applying are not possible.

For alternative status options, refer to our website (bottom of the page). Note that all status are mutually exclusive, i.e. only one status at a time is possible (no double status), and this cannot usually be changed at a later date - any clarifications must be made in advance. The Student Exchange Office can only advise you on questions concerning exchange or visiting studies.

Invited visiting students must pay the regular tuition fees and compulsory semester fees, yet tuition fees depend on the duration of stay. Please note that visiting students are not eligible for tuition fee waivers. For further information, see below for further details on fees. Please note that the application is binding.

Admission Requirements

- You must be matriculated/enrolled at a university or a technical university as a Bachelor, Master or Diploma student. (Doctoral students are normally registered in a different status as so-called ‘academic guests’ via human resources, a status which has to be arranged for by the inviting institute/professor).
- You can only be admitted as a visiting student if you are enrolled in a university or (technical) university that has the right to award doctorates (no universities of applied sciences). Please contact the Student Exchange Office of ETH Zurich if you are not sure about the status of your home university. Students from Colleges and Liberal Arts Colleges that do not award doctorates may apply in principle if all other conditions are met. Generally, any potential admission applies to invited visiting studies only - we reserve the right to reassess the recognition of your home university in the event of an application for another study programme at ETH Zurich.
- You must have an invitation of an ETH Zurich professor for a Bachelor/Master/Diploma thesis or a research project (duration: min. 91 days to max. 12 months). Please note that design studios in architecture are not projects, but courses, and according to the Department may not be participated in by invited visiting students.
- Your home university must confirm that the research project / thesis is an integral part of your studies and will be credited towards your degree.

Invited visiting students are coming to ETH Zurich to work on a project during their stay. Projects are usually full time at ETH Zurich (e.g. Master thesis) and conducted with on-site presence¹, i.e. as a rule, you will be working full-time and in Switzerland on your thesis/research project. Should you wish to take a few courses besides your project, please discuss with your supervisor. Taking individual courses (max. 10 ECTS in total per semester) is only possible in exceptional cases if time allows and if the supervisor agrees. Keep in mind that visiting students are not allowed to shift exams (neither preponement nor distance examinations are allowed), so taking courses besides your project is also subject to your project dates being in line with the semester and examination dates! General information on study programmes can be found on our website.

¹ Only temporary absences such as field trips or field work within the framework of your visiting studies at ETH Zurich may be allowed.
3. Important information about visiting studies at ETH Zurich

<table>
<thead>
<tr>
<th>Academic Year 2019/20</th>
<th>Autumn semester 2019</th>
<th>Spring semester 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session exams</td>
<td>20.01.2020 – 14.02.2020</td>
<td>03.08.2020 – 28.08.2020</td>
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</tbody>
</table>

Students coming to ETH Zurich only for a project/thesis do not have to observe the semester dates. Please be aware however that many things are organised according to the semester dates and you might not be able to profit from certain services if your stay does not match the semester dates (e.g. language courses, student rooms rented out by WOKO, etc.). Furthermore, the compulsory semester fees of CHF 69.- are charged per semester enrolment, thus depending on your project dates you might have to be enrolled in two semesters and therefore pay those fees twice.

**Visa and residence permit**

- Citizens of the European Union or EFTA states do not require a visa for Switzerland and therefore need do nothing in this regard before their arrival.
- **Citizens of other countries must check with the Swiss Embassy/Consulate whether they need a visa for Switzerland.** You are responsible for determining whether you need a visa and, if applicable, for obtaining the visa; you will receive detailed information about the visa application process and the necessary official confirmation from us if your application to ETH Zurich is successful. Please note that the process of obtaining a student visa will take up to 3 months, so a timely application for your visa is essential! Do not enter Switzerland with a tourist visa or with a Schengen residence permit: these allow you to travel to Switzerland as a tourist for a short stay, but not to study and take up residence!

Any questions regarding the visa requirements or process must be addressed directly to the respective Swiss embassy/consulate abroad.

Regardless of your nationality, you require a residence permit. To obtain a residence permit, you must register with the appropriate authority within 14 days of your arrival in Switzerland. You will find more information about this procedure in your ETH Zurich letter of acceptance.

**Proof of sufficient financial means:**

Visiting students must produce evidence of sufficient financial means to support their stay in Switzerland. You can do so by providing bank statements, scholarship awards, or (if you are an EU/EFTA citizen) a letter of your parents – see below for more information.

**For bank statements:** The Immigration Office requires confirmation from a bank with a branch in Switzerland (foreign bank with a branch in Switzerland or a Swiss bank). In the Canton of Zurich, as a rule, you must be able to provide evidence of having **CHF 1750 per month** during your visiting studies. The account must be registered in your own name and the currency must be Swiss Francs, Euros or US Dollars. No other currencies are accepted! **Important:** Even big and internationally well-known banks are not accepted if they do not have a branch in Switzerland. See this list of accepted banks for more information.

**For EU/EFTA Citizens only:** Instead of providing a bank statement and/or scholarship award, you may also hand in a letter of your parents confirming that they will support you with CHF 1750 per month.

When you need to provide the proof of financial means varies:

- **Visiting students who require a visa for Switzerland** must furnish proof of financial means together with their visa application.
- **Visiting students who do not require a visa for Switzerland** will need to furnish proof of financial means only once they apply for their residence permit.

Any questions regarding the proof of sufficient financial means must be addressed directly to the respective Swiss embassy/consulate abroad.
**Health Insurance**

Everyone who lives in Switzerland for at least three months (90 days) is required by law to have health and accident insurance coverage from a Swiss insurance company. Additional information is listed under 'Living in Zurich' and on [this website](#).

- **Students from EU and EFTA countries:** In the framework of the Bilateral Agreements between the EU and Switzerland, visiting students from EU and EFTA countries can get an exemption from Swiss compulsory health insurance, provided that they obtain the ‘European Health Insurance Card’ from their health insurer in their home country.

- **Students from other countries:** If your health insurer is acknowledged by the Swiss authorities, you may be exempted from having to take out compulsory health insurance in Switzerland. If you are not exempted, which will most likely be the case, some Swiss insurance companies offer special packages for foreign students.

**Studying with a disability**

Please contact the [disability advisory service](#) at an early stage for information on support options and procedures. This is particularly important with regard to study conditions, examination arrangements and the housing situation in Zurich.

**Accommodation**

Visiting students are obliged to find accommodation on their own. Finding accommodation in Zurich is difficult and time-consuming. In the Spring Semester, the availability of student housing is usually slightly better than in the Autumn Semester. You will receive detailed information about accommodation in Zurich with your letter of acceptance. Please see our [website](#) for information on accommodation for exchange and visiting students in Zurich and its surroundings.

**Living costs in Zurich**

Please be aware that living costs in Switzerland are very high, and especially so in Zurich. The Immigration Authorities identify a sum of CHF 1750.- per month as necessary to support oneself financially. Your expenses will depend largely on your monthly rent. Finding cheap housing in Zurich is difficult. For more information, see the information on our [website](#).

**German courses**

The joint Language Center of the University and ETH Zurich offers semester courses in ‘German as a foreign language’ for all levels of proficiency, as well as intensive German courses for three levels of proficiency in Spring and Autumn (in the two weeks before the respective semester starts). Mobility students may take the intensive German course plus one semester course. Pre-registration on the website of the Language Center is necessary and course fees apply. In addition, there may be a charge for copies and other course materials. Invited visiting students are in principle allowed to participate in language courses. However, participation is only possible if the courses fall into the duration of your project period anyway. Furthermore, you should check carefully with your supervisor whether there is sufficient time to participate besides your project.

**Arrival and enrolment at ETH Zurich**

Students need to register at the helpdesk of the Student Exchange Office after arrival once their project officially starts. The exact location of our helpdesk as well as the opening hours can be found on our [website](#).

**Department of Biosystems Science and Engineering (D-BSSE) in Basel**

Note that certain conditions and services differ substantially for students applying for the department of Biosystems Science and Engineering (D-BSSE) which is located in Basel. Refer to the separate factsheet of D-BSSE for important details on immigration policies, housing, catering, sports facilities, etc.

**Living/Studying outside of the canton of Zurich**

Information provided by the Student Exchange Office concerning visa, residence permit and health insurance only applies to mobility students who live and study in the canton of Zurich. Mobility students in D-BSSE in Basel (canton Basel-Stadt) should consult the separate fact sheet. Mobility students with a place of residence or place of study in another canton are responsible on their own to clarify the necessary conditions, carry out
the respective formalities and respect the regulations that are applicable. The Student Exchange Office cannot assist mobility students not living in the canton of Zurich or the canton of Basel-Stadt with respective questions.

4. Documents required for online application

ETH Zurich uses the ‘Mobility-Online’ tool to manage its applications. See the chapter on the application procedure for information on how to start your online application. All documents except the photo should be uploaded as PDFs.

**Transcript of records**

You must upload a complete transcript of records in English or German of all your studies to date, i.e. including your Bachelor’s degree studies if you are already a Master’s degree student. The transcript should contain a grading key/legend explaining the grading system of your home university.

**Language skills**

To be active in an academic context, you will need at least a B2 language level as defined by the Common European Framework of Reference for Languages; however, we strongly recommend that you have a C1 level. **You are NOT required to upload a confirmation/certificate of your language skills**, though you may do so if you have one. By submitting your application, you confirm that you have the necessary language skills to study and conduct a research project/thesis in English and/or German.

**Confirmation of Thesis / Research Project Supervisor at ETH Zurich**

In order to apply as an invited visiting student, you must have a professor at ETH Zurich who agrees to supervise your thesis/research project. You are responsible for finding a project supervisor. Please apply directly with professors of ETH Zurich.

Once you have found a supervisor, use the provided form ‘Confirmation of Thesis / Research Project Supervisor at ETH Zurich for Invited Visiting Students’ and have it filled in and signed by your supervising professor before uploading it in Mobility-Online. You may either use the (unpersonalised) version or the (personalised) version that you will download as a part of the application process. Any other confirmations than the form provided will not be accepted.

**Confirmation of Credit Recognition for Invited Visiting Studies**

Any research project or thesis that is carried out at ETH Zurich as an invited visiting student must form an integral part of your studies and be credited towards the degree at your home university. Your home university has to confirm this in writing in a binding way using the form ‘Confirmation of Credit Recognition for Invited Visiting Students at ETH Zurich’. You may either use the (unpersonalised) version or the (personalised) version that you will download as a part of the application process. Any other confirmations than the form provided will not be accepted.

**Passport**

You will also be required to upload a scan of your passport: page(s) with your photo and personal details (name, date of birth) only.

**Photo**

You must upload a photo of yourself which will be used for your ETH student card. Make sure that the picture quality is good and that you are recognisable in the photo (full-face, well-lit, neutral background, etc.). The photo may be no larger than 800x600 pixels (height x width) and 1 MB maximum.

**CV**

You are required to upload a curriculum vitae (CV) in English or German. Ensure that it is up-to-date.
5. Fees

Tuition fees
Invited visiting students pay tuition fees at ETH Zurich. These vary according to project duration – see below for details:

Tuition fees for a project duration of 3 – 6 months: CHF 660.-

<table>
<thead>
<tr>
<th>Project duration</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1st semester:</td>
<td>CHF 660.-</td>
</tr>
<tr>
<td>2nd semester:</td>
<td>CHF 330.-</td>
</tr>
</tbody>
</table>

Total tuition fees: CHF 990.-

Tuition fees for a project duration of more than 6 months:

<table>
<thead>
<tr>
<th>Project duration</th>
<th>Tuition fees for a project duration of additional 1 – 3 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st semester:</td>
<td>CHF 660.-</td>
</tr>
<tr>
<td>2nd semester:</td>
<td>CHF 660.-</td>
</tr>
</tbody>
</table>

Total tuition fees: CHF 1'320.-

For stays with an uneven total of months, the following applies: from half a month onwards, the following is rounded up (e.g. stay of 6 months and 3 weeks = 7 months).

Compulsory semester fees
In addition to the tuition fees, there are ‘compulsory semester fees’ of CHF 69.- (for use of sports facilities, general services, etc. – see website for details) which are charged per semester enrolment. Depending on your project dates, you may have to be enrolled in more than one semester and therefore pay those fees more than once.

Late applications
An additional fee of CHF 150.- applies in case of applications that are submitted late, i.e. after the above mentioned registration deadline. Only applications that are correct and complete are considered as submitted.

Invoicing of fees
You will receive your system login and your ETH email address electronically a few weeks before the start of your research project/thesis. You will then be able to enrol online – detailed instructions will be provided by email. After having enrolled online, you will receive an invoice from ETH Zurich for the tuition and compulsory fees. The invoice will be sent out electronically by email to your ETH email address. You might be required to settle the invoice from abroad. Should you however receive the invoice only once you are already in Switzerland, you can pay it in cash at any post office or at the ETH cash desk. For detailed information on how to pay your semester invoice, consult the student portal.

Be aware that it is your own responsibility to pay the invoices in due time – in case of late payment, additional dunning fees may apply which you will then also have to settle. In case you will be enrolled in more than one semester, an additional invoice will be sent out after the start of the second semester.

It is very important to always update your valid postal address, so that any postal correspondence is sent to the correct place.

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2 Fees stated here are valid for the academic year 2019/20 (i.e. autumn semester 2019 and spring semester 2020). Tuition fees will be increased as of the autumn semester 2020 (HS20), see information on the website.
6. Application procedure

Begin your application process by clicking here (for the German version of the search portal, please click here) and follow the procedure outlined below.

**Application form**

Enter the required information and submit the form. As your email address it is preferable to give your student email address from the home university (universities are normally less restrictive in sorting potential spam than private providers) and/or to set the domain ethz.ch on your whitelist, so that you are sure to receive ETH Zurich emails.

After submitting your form, you will receive an email with details how to set up a user account. After setting it up you will receive a further email with details of how to log in to Mobility-Online to complete your application. You may only submit the application when you have completed all the necessary steps! Please note that you must submit it by the given deadline.

Should you have been at ETH Zurich as a visiting or exchange student before and should you either have forgotten your password to Mobility-Online or should your account no longer be active, please contact us by sending an email to exchange@ethz.ch.

**Login**

Always enter Mobility-Online by entering your details in the upper half of the login page (even after you begin your stay at ETH Zurich):

Note for Mac users: Please first activate the ‘Always show scrollbar’ setting; otherwise, depending on your browser setting, the scrollbar function may be deactivated and you may not be able to view your workflow correctly.

Logging in will call up your workflow with all pending steps. Complete these steps by clicking on the link to the corresponding step on the right. The compulsory steps must be completed in the designated order:
Adding data
Add an emergency contact and an administrative contact at your home university. Click on the ‘edit’ button to make changes.

Details and workload of your project
Add project details such as type of project, supervising professor at ETH, workload etc.

As for the workload of your project, there are special project course units for mobility students for 5 / 10 / 15 / 20 / 25 / 30 / 60 ECTS credits in our course catalogue. One month of full-time project work corresponds to 5 credits. If necessary, you can also combine different course units. If you are unsure about the correct amount of credits, discuss the scope (i.e. workload) of the project with your supervisor. To search the project course units in the course catalogue, enter the desired project scope/credits under "course unit", e.g."30 Credit Project". Once you have figured out the correct workload for your project, enter the number of ECTS in the field "Planned workload of the project in ECTS".

Documents
Depending on the mobility programme, different documents should be uploaded: see the information above.

⇒ Only PDF documents are accepted, no images (exception: photo for student card). Ensure that the resolution is good and that scans are high-quality.

Upload the documents according to the respective step in the application procedure.

If you wish to submit more than one document in one category, you may upload the second (and any following) document by clicking on the paper icon on the top left in the workflow step:

For entering details on your project: Check with your home university whether you are expected to earn a certain number of ECTS for the project and if yes, make sure that your ETH Zurich supervisor understands and agrees with this requirement (which may be different from the standard at ETH Zurich).

Submitting the application
After entering all of your information and uploading the documents, finish the application by confirming that it is complete and submitting it. You will receive an automatic confirmation by email. It normally takes a few weeks for your application to be processed.

Next steps
Your application will now be perused in form and content. If it is accepted, you will receive an email stating that ETH Zurich has officially admitted you for your mobility period. Depending on the programme, there will be various further steps; you will receive a corresponding email describing them. You may log in to Mobility-Online at any time to view what information has already been sent, and which step comes next.